

ADMINISTRATIVE — INTERNAL USE ONLY

DDIS 63-5438
Bldg 103
19 DEC 1963

MEMORANDUM FOR : Director of Finance

SUBJECT : Construction of Softball Fields at Langley

REFERENCES : (a) My Memorandum, Same Subject, dated
23 September 1963
(b) Memo from Chief/OL/RECD, dated
3 October 1963

1. Attached is the negotiated billing for work done by Maddox & Hopkins, Engineers & Surveyors, as well as statements and recommendations from the Office of Logistics for payment of this bill. Accordingly, authorization is hereby granted to release the following from the Agency's Central Club Fund:

Maddox & Hopkins, Engineers & Surveyors	\$ 1,375.00
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2. It is requested the check drawn to the order of the payee and in the amount due be returned to the Chief, Benefits and Services Division, Office of Personnel, for delivery.

L. K. White
Deputy Director
for Support

Attachments: A/S

Distribution:

0 & 1 - Addressee
2 - DDS
1 - O/Log
1 - D/Pers
1 - C/BSD
1 - C/BCB

Originator:

Director of Personnel

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OP/BSO/ :bhd (16 December 1963)

ADMINISTRATIVE — INTERNAL USE ONLY

UNITED STATES GOVERNMENT

Memorandum

TO : CIA EMPLOYEE RECREATION ASSOCIATION

DATE: 25 Oct 63

FROM : Chief/RECD

SUBJECT: Softball Fields, Final Payment for
Design and Survey

1. I am enclosing an itemized statement dated 25 September 1963 of all services rendered by the engineering firm of Maddox and Hopkins in relation to the design and survey of the ball fields and an amended statement dated 8 October 1963 for the same aforesaid services.

2. The statement dated 25 September 1963 was considered unreasonable and negotiations were held with Mr. Hopkins of Maddox and Hopkins on 8 October. As a result of this negotiation, the charges were reduced to \$1,375 as reflected in the 8 October statement. The following is a breakdown of the aforesaid 8 October statement:

a. Design and Survey of location near Bureau of Public Roads Research Building	\$ 630
b. Design and Survey of location near Hwy #193 (Final design & survey)	<u>745</u>
Total	\$1,375

3. The sum of \$1,375 is considered reasonable for the work accomplished and payment of the remaining balance of \$745 is hereby recommended. A partial payment of \$630 was recommended in our memorandum of 15 August 1963.

a. Partial payment, 15 August 1963	\$ 630
b. Final payment	<u>745</u>

Total \$1,375

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Attachments: 122 122 122 122

September 25, 1963

Central Intelligence Agency
Real Estate Division
Washington 25, D.C.

McLEAN FACILITY	\$ 630 00	
Order 63-360		
Revise design #1, softball field		
Office 81 hours @\$7.50	607 50	
Order 63-389		
Grid stakes for grading, mark grades on stakes		
Field 22 hours	403 00	
Revise revision to accommodate errors in topography (furnished by CIA) and furnish revised grade sheets for cut and fill		
Office 43 hours	322 50	
Order 63-855		
Replace missing grid stakes (14); put grades on stakes, furnished revised grade sheets		
Field 4 hours	75 00	
Office 1 hour	7 50	
	<hr/>	
Amount of this invoice		1,415 50
Total bill		\$ 2,045 50

Maddox & Hopkins

October 8, 1963

**ENGINEERS
& SURVEYORS**

8506 DIXON AVE., SILVER SPRING, MD. JUniper 8-3110

PLANE AND GEODETIC SURVEYS • PLANS • SPECIFICATIONS

REPORTS • AERIAL TOPOGRAPHIC MAPS • LAND PLANNING • DEVELOPMENT

**Central Intelligence Agency
Real Estate and Construction Division
Washington 25, D.C.**

TERMS: NET 30 DAYS

McLEAN FACILITY

BALANCE FORWARD

**Final bill in connection with services rendered in
design of ball diamonds, September 21, 1962 thru
September 21, 1963**

\$ 1,375 00

duplet 34-1096-1/55-06

ADMINISTRATIVE - INTERNAL USE ONLY

DES 83-5060

23 Sept 63

MEMORANDUM FOR: Comptroller

SUBJECT : Construction of Softball Fields at Langley

REFERENCE : My Memorandum, Same Subject, dated 12 April 1963

1. Reference authorized the construction of three softball fields near the Headquarters Building and also noted that construction costs would be funded from funds available to the Agency from non-appropriated sources. The original estimated cost of construction was \$9,350. Subsequently, however, it became necessary to change the site of the softball fields and the estimated construction cost at the new site increased to \$12,637. The Office of Personnel and the Office of Logistics were authorized by me to proceed with construction of the softball fields on the basis of this new estimate.

2. Attached are partial billings for work completed to date, as well as statements and recommendations from the Office of Logistics for payment of these bills. Accordingly, authorization is hereby granted to release the following amounts from the Agency's Central Club Fund:

a. Maddox & Hopkins, Engineers & Surveyors	\$ 630.00
b. S.A. Bruns Construction Corporation	\$5,850.00

3. It is requested that checks drawn to the order of the payees and in the amounts due be returned to the Chief, Benefits and Services Division, Office of Personnel, for delivery.

L. E. White
Deputy Director
(Support)

Attachments: A/B

Distribution:

0 & 1 - Addressee
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1 - O/Log
1 - D/Pers
1 - C/BS
1 - C/BS

Originator:

Director of Personnel

ADMINISTRATIVE - INTERNAL USE ONLY

OP/BSB/ [] sec (20 September 1963)

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3 OCT 1963

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[redacted] Office of
Comptroller
Chief, Real Estate & Construction Division

Construction of Softball Fields at Langley

REFERENCES: (a) DD/S memo dated 23 September 1963 to Comptroller,
same subject

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(b) Telecon between [redacted] O/Comptroller and Mr.
[redacted] RECD, on 30 September 1963

1. Reference memorandum authorized partial payment of work completed on the subject project.

2. Due to an error in the bills submitted by Maddox and Hopkins, Engineers & Surveyors, it is requested that payment be held up on the "a" portion of paragraph 2 of reference (a) until final price is negotiated at a meeting which is to be held on 8 October 1963.

3. Payment of the "b" portion of paragraph 2 of reference (a) should be processed without delay.

4. This memorandum confirms the telephone conversation per reference (b).

[redacted] STAT

Distribution:

Original - Addressee

- ① - OP/BSO/[redacted]
1 - OL/RECD Project
1 - OL/RECD/CEB Chrono

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OL/RECD/CE/[redacted]:mew
(2 October 1963)